

Direct Hire Career Opportunity Bulletin



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HOW TO APPLY

Please submit a resume and direct hire application form. The application form is available on our webpage at: http://www.maine.gov/bhr/state_jobs/how_to/direct.htm

Applications must be submitted by August 30, 2013 to:

Lucia Nadeau, HR Manager
29 State House Station
Augusta ME 04333-0029
207-624-9010 – phone
207-624-9313 – fax

**INCOMPLETE APPLICATIONS
WILL NOT BE PROCESSED.**

Archivist II

Code:0282

Pay Grade: 17 (\$13.39 - \$17.74/hr)

Open for Recruitment: August 19, 2013- August 30, 2013

DESCRIPTION:

The Department of the Secretary of State, Maine State Archives, is seeking candidates for the position of Archivist II, located in Augusta. This professional services work involves archival research and reference services in specialized areas or identified record groups. Additionally, there are coordination and supervisory responsibilities for those involved in assisting researchers. Work is performed under general supervision.

REPRESENTATIVE TASKS:

- Monitors Search Room activities and coordinates and oversees the work to ensure assistance is provided to users;
- Researches and references specialized fields and major segments of records or records groups to develop or refine finding aids relating to complex subjects and administrative histories;
- Assesses confidentiality restrictions to adhere to legal requirements prior to the release of certain materials or information;
- Documents/Records information to include entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form;
- Updates and uses relevant knowledge to remain technologically current and applies new knowledge to the job performance;
- Speaks before groups and responds to written inquiries to provide general information regarding archival holdings and research methods and procedures; and
- Examines records to detect conservation/rehabilitation needs.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

-Knowledge of Maine and American History; the development and growth of State and local government; sources, method, and techniques of scholarly research; basic supervisory principles, practices, and techniques.

-Ability to research public records; speak in public; identify records needing rehabilitation; and to communicate effectively orally and in writing.

MINIMUM REQUIREMENTS:

In order to qualify, you must have two (2) years' experience in governmental archival work or records administration which includes some supervisory experience and a

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$376.90 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$358.71 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$340.52 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$322.33 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

Value of State's share of Employee's Retirement: 17.07% of pay.



Bachelor's Degree in History, Political Science, Public Administration or a related field. Directly related experience may be substituted for education on a year-for-year basis.